

### USDA\PSD FEDERAL PROCUREMENT DATA SYSTEM SF279 \ SF281 JOB AID



### January 2003

Information Sources		
USDA FPDS/PRS Help Desk	504-255-5230	
SF-279 Policy questions SF-279 Reporting questions	202-720-7527 202-401-4081	
SF-279 Application questions  Agency Contact:	504-255-5514	
FPDS Website	www.fpdc.gov	
FPDS\GSA Reporting Manuals	www.fpdc.gov/fpdc/FY2003RM.htm	
NFC SF-279 Manual	dab.nfc.usda.gov/pubs/docs/sf279/ sf279.pdf	



### SF279 Mandatory Fields

- Items 1-6 and 9 are mandatory fields and cannot be change once the record is saved. To correct 1-6 and 9, you must delete the entire record (Item 7 = "B") and re-enter it.
- To change all other items for a saved record, change Item 7 to "C" and make any necessary corrections.

#### General Reminders



### Reporting:

- SF279 records must be entered 3 working days after award of contract action.
- SF-279 is used to report:
- Procurements >\$25,000
- Construction and Architect and Engineering Service > \$500
- Contracts with Emerging Small Businesses >\$500

#### System:

- The SF279 main window includes 3 tabs:
  - o SF279-A is for Items 1 24
  - o SF279-B is for Items 25 45
  - o SF279-C is for Items 46 49
- On-line help is available for the system through Help Menu
- Read all error messages as they pop up to assist in data entry and proper reporting. Warning: incorrect entry of data could result in an action being rejected by GSA at a later date.
- Item 7 allows you to Add, Correct and Delete records
  - o A Original Adds a new record
  - o B Deleting Deletes existing record
  - C Correcting Corrects an existing record (except fields 1-6 and 9)





### Top SF279 Frequently Asked Questions (FAQ's)

- 1 Q: How do I obtain a new FPDS user ID or reset an FPDS ID password?
  - A: Please contact your agency Information Systems Security Officer.
- 2. Q: How often do FPDS passwords expire?
  - A: FPDS passwords expire every 95 days. On the  $90^{th}$  Day, the system will ask the user if she/he would like to change her/his password. On the  $95^{th}$  day, the user must change the password.
- 3. Q: Whom do I contact if I accidentally delete an action?
  - A: Notify your Agency FPDS Contact. She/he has the ability to restore records.
- 4. Q: Whom do I call if I discover a system error?
  - A: First contact your procurement supervisor for assistance to make sure you are not trying to enter erroneous data into the system. If it is a system error, please notify your Agency FPDS Contact.
- 5. Q: How much time do we have to enter actions into the system?
  - A: You should enter actions within 3 days after the action is signed. (See USDA Procurement Reporting Desk Guide)
- 6. Q: Why is it important to enter actions into the system?
  - A: This information is reported to Congress. The data is used to measure and assess: the impact of Federal procurement on the Nation's economy, the extent to which small business firms and small disadvantaged business firms are sharing in Federal procurement, the impact of full and open competition in the acquisition process, and other procurement policy purposes.
- 7. Q: Who enters actions into the system?
  - A: Usually the Contracting Officer or a Contracting Officer's designee, such as a Procurement Technician. However, this may differ between offices.





### Item

- 2. Contract Number (new edit)
- 9. Kind of Contract Action (new edit)
- 10. Dollars Obligated or De-Obligated this Action
- 12. Principal Product or Service Code (new edit)
- 13. Principal North American Industry Classification System (new edit)
- 19A. Use of EPA Designated Products (new edit)
- 19B. Use of Recovered Materials and Waste Reduction Clauses (new edit)
- 20. Performance-based Service Contracting (new edit)
- 26. Solicitation Procedures (new edit)
- 30. Type of Contractor (new edit)
- 33A. HUBZone Program (new edit)
- 33B. Small Disadvantaged Business Programs (new edit)
- 33C. Other Preference Programs (new edit)
- 36. Estimated Contract Completion Date (new edit)
- 41. Multiple Award Contract Fair Opportunity (new edit)
- 42. Demonstration Program (new edit)

Note: Details for each item affected by Amendment 8 are provided in the subsequent pages.

For more information regarding reporting issues, refer to the FPDS SF279 Manual.

For more information regarding the FPDS system, refer to the NFC Procurement Reporting System (SF279) Manual.





Item	Edits	Codes	Manual Page
2.	Must not be blank.     Must not be all zeros.	Item 9	■ FPDS Pg. 7, 38
Contract Number	<ul> <li>Cannot be reported more than once by the same agency when Item 9 equals C.</li> <li>Must be alpha and numeric only (no embedded spaces or special characters).</li> <li>If Item 9 is coded G then contract number must be on the federal schedules contract table.</li> <li>If Item 9 is coded G, then Item 2 must begin with GS or V.</li> <li>If Item 9 is coded G, Item 2 begins with GS, the fifth position must be F or K.</li> <li>If Item 9 is coded G and Item 2 begins with GS, and F is in the fifth position, then the contract number must have 10 digits, and the tenth position must be an alpha character.</li> <li>If Item 9 is coded G, Item 2 begins with GS, an K is in the fifth position, then the contract number must have 14 digits, and the 10th digit must be S.</li> <li>If Item 9 is coded G and Item 2 begins with GS, the third and fourth positions must be numeric.</li> <li>If Item 9 is coded G and Item 2 begins with GS, the contract number must not contain alpha O.</li> <li>If contract number on federal schedule table, item 9 must be coded G except for codes J, K, and Z.</li> </ul>	<ul> <li>C = New Definitive Contract</li> <li>G = Order/Modification Under Federal Supply Contract</li> <li>J = Termination for Default</li> <li>K = Termination for Convenience</li> <li>Z = Initial Load of Federal Schedule Contract).</li> </ul>	• NFC SF279 Pg. 20
9. Kind of Contract Action	<ul> <li>Must have valid code.</li> <li>If = D, Item 25 (CICA Applicability must = B, E, or Blank if Item 18 = Y.</li> </ul>	Item 9  D = Purchase Orders/BPA Calls Using Simplified Acquisition Procedures  Item 25  B = Purchase Orders/BPA Calls Using Simplified Acquisition Procedures E = Commercial Item	<ul> <li>FPDS Pg. 8-9, 39</li> <li>NFC SF279 Pg. 22</li> </ul>
10.  Dollars Obligated or De-obligated	<ul> <li>Report amount for this action only, rounded to the nearest WHOLE DOLLAR. For example, \$25,498.50 will be rounded to \$25,499</li> <li>Note: Enter dollars and cents, the system will round our amounts for you.</li> </ul>		<ul><li>FPDS Pg. 10, 39</li><li>NFC SF279 Pg. 23</li></ul>
12. Principle Product or Service Code (PSC)	<ul> <li>Must be valid code from PSC table.</li> <li>If PSC begins with A, Item 9 (Kind of Contract Action) cannot be G.</li> <li>Starting with action date October 2001, if Item 20 = Y, PSC must begin with A through Z excluding C, S1, or Y.</li> </ul>	Item 9  G = Order/Modification Under Federal Schedule Contract	<ul> <li>FPDS Pg. 10, 40</li> <li>NFC SF279 Pg. 23</li> </ul>

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# SF279 FY2003 Item Edits (Changes in Bold)

Item	Edits	Codes	Manual Page
Principal North American Industry Classification System (NAICS)	<ul> <li>Must be valid 6-digit code from NAICS table. Several NAICS sub-sector codes have changed in FY 2003. Please see the most Recent NAICS code manual.</li> <li>May be blank if Item 9 equals G.</li> <li>If Item 20 = Y, then NAICS must not begin with construction codes 233 (except for 233110), 234, 236 or 237 (except for 237210) in the first three positions.</li> </ul>	Item 9 G = Order/Modification Under Federal Schedule Contract	<ul> <li>FPDS Pg. 10, 40</li> <li>NFC SF279 Pg. 23</li> </ul>
19A. Use of EPA Designated Products	<ul> <li>Must have valid code.</li> <li>Must be blank if Item 9 = Z.</li> <li>Must be blank if Item 18 = Y.</li> <li>If code = A thru D, then Item 19B must be not be blank.</li> </ul>	Item 9 Z = Initial Load of Federal Schedule Contract	<ul><li>FPDS Pg. 13, 41</li><li>NFC SF279 Pg. 27</li></ul>
19B.  Use of Recovered material and Waste Reduction Clauses	<ul> <li>May be blank if Item 9 equals G.</li> <li>If Item 9 = Z, then must be A, B or blank.</li> <li>Must be blank if Item 19A = E or blank otherwise must be coded A or B.</li> </ul>	Item 9  G = Order/Modification Under Federal Schedule Contract  Z = Initial Load of Federal Schedule Contract  Item 19A  E = No EPA-designated product(s) were required.	<ul> <li>FPDS Pg. 14,41</li> <li>NFC SF279 Pg. 27</li> </ul>
Performance-Based Service Contract (PBSC)	<ul> <li>Must be Y, N or blank.</li> <li>Must be blank if Item 9 = Z.</li> <li>Must be blank if Item 18 = Y.</li> <li>Starting with action date October 2001, must be blank if PSC is numeric or if service code begins with C, S1, or Y.</li> <li>Starting with action date October 2001, if Y, then PSC must begin with A through Z excluding C, S1, or Y.</li> <li>If Y, then action date must be = to or greater than October 2000.</li> <li>Between action dates October 2000 through September 2001, if Y, then PSC must begin with A through Z excluding C and S1, otherwise N.</li> <li>Must be blank if action date is less than October 2000.</li> <li>If Y, then NAICS must not begin with 233 (except for 233110), 234, 236, or 237 (except for 237210) in the first three positions.</li> <li>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</li> </ul>	Item 9  Z = Initial Load of Federal Schedule Contract  PSC  C = Buildings & facilities S1 = A&E Utilities Y = Construction	<ul> <li>FPDS Pg. 14, 42</li> <li>NFC SF279 Pg. 28</li> </ul>

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# SF279 FY2003 Item Edits (Changes in Bold)

Item	Edits	Codes	Manual Page
26.	<ul> <li>Must have valid code if Item 25 = A or must be blank if Item 25 is coded B, C, D, or E.</li> </ul>	Item 9	<ul> <li>FPDS Pg. 17-19,</li> <li>44</li> </ul>
Solicitation Procedures	■ Must be blank if Item 18 = Y.	G = Order/Modification Under Federal Schedule Contract	■ NFC SF279 Pg. 33
	■ If = A-K, then Item 27 must be blank and Item 29 must be A.		- NI C 31 279 Fg. 33
	If = A, B, C, E, F, or G, then Item 33A must be C, D, or E.	Item 25	
	If = D, then Item 33A must not = A, C or D.	A = CICA Applicable B = Purchase Orders/BPA Calls Using Simplified Acquisition Procedures	
	• If = A through C, then Item 33B must be D, E, or F.	C = Subject to Statues Other Than CICA D = Pre-CICA	
	■ If = D, then Item 33B must not = D.	E = Commercial Item	
	If = E, then Item 12 must begin with 'A'.	Item 29	
	If = D, then Item 12 must be a valid service code.	A = Competed Action	
	If = K, then Item 30 must be A or B.	Item 30	
	If = L, then Item 27 must have a valid entry and not be blank.	A = SDB B = Other Small Business	
	May be blank if Item 9 equals G.	Item 33A	
	Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.	C = HUBZone Prace Evaluation     Preference Award     D = Combined HUBZone and Small     Disadvantaged Business Price     Adjustment     E = Not Applicable	
		Item 33B	
		<ul> <li>D = SDB Price Evaluation Adjustment</li> <li>E = SDB Participating Program</li> <li>F = Not Applicable</li> </ul>	

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# SF279 FY2003 Item Edits (Changes in Bold)

Item	Edits	Codes	Manual Page
<b>30.</b> Type of Contractor	<ul> <li>Must have valid code or must be blank if Item 18 = Y.</li> <li>If = M, then Item 17 must be foreign except when Item 9 equals G.</li> <li>If = B through M, than Item 33B cannot = A through D.</li> <li>If = U, then Item 16 must be a valid code from the HBCU/MI table.</li> <li>May be blank if Item 9 equals G.</li> <li>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</li> </ul>	Item 9  G = Order/ Modification Under Federal Schedule Contract	<ul> <li>FPDS Pg.22 -23,</li> <li>45</li> <li>NFC SF279 Pg. 37</li> </ul>
33A. HUBZone Program	<ul> <li>If = A, then Item 25 must = A, Item 26 must = L and Item 27 must = M.</li> <li>If = A through D, then Item 33C must be blank.</li> <li>If = C, then Item 33D must be greater than 00.</li> <li>If = D, then Item 30 must be A, Item 32 must = Y, Item 33B must = D, Item 33D must be greater than 00, and Item 33E must be greater than 00.</li> <li>If = A or B, then Item 30 must = A or B and Item 32 must = Y.</li> <li>If A, B, C, or D then Item 33B must be not A or B.</li> <li>Must be blank if Item 18 = Y, or Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</li> <li>May be blank if Item 9 = G.</li> </ul>	Item 9  G = Order/ Modification Under Federal Schedule Contract  Item 25  A = CICA Applicable  Item 26  L = Other Than Full and Open Competition  Item 27  M = Authorized by Statute  Item 30  A = Small Disadvantaged Business B = Other Small Business Item 33B  A = 8(a) Contract Award B = 8(a) with HUBZone Priority D = SDB Price Evaluation Adjustment	<ul> <li>FPDS Pg. 23-24, 45</li> <li>NFC SF279 Pg. 37</li> </ul>

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Item	Edits	Codes	Manual Page
33B.  Small Disadvantaged Business Programs	<ul> <li>If = A or B, then Item 29 must = A, B, or C.</li> <li>If A or B then Item 33A must not be A, B, C, or D.</li> <li>If = A through E, then Item 33C must be blank.</li> <li>If = B, then Item 32 must = Y.</li> <li>If = D, then Item 33E must be greater than 00.</li> <li>If = A, B, or C, then Item 30 must = A.</li> <li>If A through D, then Item 30 cannot = B through M.</li> <li>Must be blank if Item 18 = Y, or if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</li> <li>May be blank if Item 9 = G.</li> </ul>	Item 9  G = Order/ Modification Under Federal Schedule Contract  Item 29  A = Competed Action B = Not Available for Competition C = Follow-On to Competed Action  Item 30  A = Small Disadvantaged Business  Item 33A  A = HUBZone Sole Source B = HUBZone Set-Aside C = HUBZone Price Evaluation Preference Award D = Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment	<ul> <li>FPDS Pg. 24, 46</li> <li>NFC SF279 Pg. 39</li> </ul>
33C. Other preference programs	<ul> <li>Must be blank if Item 18 = Y, Item 33A = A through D or Item 33B = A through E.</li> <li>If = A, then Item 30 must = D.</li> <li>If = B, then Item 30 must = A or B.</li> <li>If = C, then Item 30 must = A.</li> <li>If = D, then Item 33A must = E and Item 33B must = F.</li> <li>If = A through E, then Item 33D and Item 33E must be 00 or blank.</li> <li>If = E, then Item 30 must = A or B.</li> <li>If = E, Item 10 cannot be greater than \$50,000.</li> <li>May be blank if Item 9 = G.</li> <li>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</li> </ul>	Item 9  G = Order/ Modification Under Federal Schedule Contract  Item 30  A = Small Disadvantaged Business B = Other Small Business D = JWOD Nonprofit Agency  Item 33A  E = Not Applicable  Item 33B  F = Not Applicable	<ul> <li>FPDS Pg. 24-25, 46</li> <li>NFC SF279 Pg. 43</li> </ul>

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Item	Edits	Codes	Manual Page
36. Estimated contract completion date	<ul> <li>Must be numeric or may be blank if Item 37 is blank.</li> <li>Must be completed if Item 9 equals G.</li> <li>Must be completed if Item 9 = Z.</li> <li>Month must be 01 through 12.</li> <li>Year must be four-digit numeric.</li> <li>Must be = or greater than Item 6, except if Item 9 = H, J, or K.</li> <li>Cannot be later than 25 years after the date in Item 6, except for leases (PSC begins with X) and utilities (PSC begins with S).</li> <li>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</li> </ul>	Item 9  G = Order/Modification Under Federal Schedule Contract  H = Modification  J = Termination for Default  K = Termination for Convenience  Z = Initial Load of Federal Schedule  Contract	<ul> <li>FPDS Pg. 26, 47</li> <li>NFC SF279 Pg. 41</li> </ul>
<b>41.</b> Multiple award contract fair opportunity	<ul> <li>If action date is less than October 2000 then Item 41 must be blank.</li> <li>If action date is between October 2000 and September 2001 then Item 41 must = A through F or blank.</li> <li>If action date greater than or = to October 2001and Item 9 = L then Item 41 must = A through E, otherwise leave blank.</li> <li>Must be blank if Item 18 = Y.</li> <li>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</li> </ul>	Item 9 L = Order Under Multiple Award Contract	<ul> <li>FPDS Pg. 28, 49</li> <li>NFC SF279 Pg. 42</li> </ul>
<b>42.</b> Demonstration program	<ul> <li>Must be Y, N, or blank.</li> <li>Must be blank if Item 9 = G or Z, or if Item 18 = Y.</li> <li>If Y or N, must be a participating agency.</li> <li>If a participating agency, must be Y or N except when Item 2 = 97AB or Item 9 = G or Z.</li> <li>If = Y, then Item 6 must be greater than or equal to 198901.</li> <li>If Y and Item 13 = 233 (except for 233110), 234, 236 or 237 (except for 237210) in the first three positions, Item 12 must not be numeric in first position.</li> <li>If = Y, Item 30 must = A, B, or C.</li> <li>If = Y and Item 13 is coded 541310, 541330, 541360, or 541370 and Item 12 is = C in first position or T002, T004, T008, T009, T014, or R404 then Item 26 must be coded D.</li> <li>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</li> </ul>	Item 9  G = Order/Modification Under Federal Schedule Contract Z = Initial Load of Federal Schedule Contract  Item 30  A = Small Disadvantaged Business B = Other Small Business C = Large Business	<ul> <li>FPDS Pg. 28-29, 49</li> <li>NFC SF279 Pg. 45</li> </ul>

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### SF281 Items Effected By Amendment 8

### Item

- C. Reporting Agency Code
- 13. Small Business Set-Aside
- 15. 8(a) Contract Award
- 16. Small Disadvantaged Business Set Aside
- 17. Small Disadvantaged Business Concerns
- 19. HUBZone Program
- 20. HUBZone Small Business Concern
- 21. Women-Owned Small Business Concerns
- 23. Service Disabled Veteran Owned Small Business
- 24. Veteran Owned Small Business

**Note:** Details for each item affected by Amendment 8 are provided in the subsequent pages.

For more information regarding reporting issues, refer to the FPDS SF281 Manual.

http://www.fpdc.gov/fpdc/RM2003 \_SCAR.htm



## SF281 FY2003 Items Changed

Item	Details	SF281 Manual Page
C. Reporting Agency Code	<ul> <li>Report the appropriate 4position agency or subagency identification code from FIPS PUB 95</li> </ul>	Pg. 5, 10
<b>13.</b> Small Business Set-Aside	<ul> <li>Report the total actions and net whole dollars for awards (including SBIR) made under the small business set-asides or partial small business set-asides awarded pursuant to FAR 13.105, 19.502-2, or 19.502-3.</li> </ul>	Pg. 8, 12
15.	<ul> <li>Report the total actions and net whole dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8.</li> </ul>	Pg. 8, 13
8(a) Contract Award		
16.	<ul> <li>Report the total actions and net whole dollars for awards made under the small disadvantaged business set-aside program pursuant to FAR Part 19.</li> </ul>	Pg. 8, 13
Small Disadvantaged Business Set Aside		
17. Small Disadvantaged Business Concerns	Report the total actions and net whole dollars to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. Note that this includes all 8(a) concerns (which are reported under line 15 above) but excludes minority-owned large business concerns. This also includes HUBZone small disadvantaged business concerns and Indian reservations.	Pg. 8, 13
19.	<ul> <li>Report the total actions and net whole dollars if the action was awarded under a HUBZone preference program pursuant to FAR 19.13.</li> </ul>	Pg. 9, 13
HUBZone Program		
20.	<ul> <li>Report the total actions and net whole dollars made to all HUBZone small business concerns. See FAR 19.001 for definition of HUBZone small business concern.</li> </ul>	Pg. 9, 14
HUBZone Small Business Concern		
21. Women-Owned Small Business Concerns	<ul> <li>Report the total actions and net whole dollars to women-owned small business concerns as represented in response to FAR 52.219-1</li> </ul>	Pg. 9, 14



Item	Details	Manual Page
23.	<ul> <li>Report the total actions and net whole dollars to a small business owned by a service disabled veteran.</li> <li>See FAR Part 19.</li> </ul>	■ FPDS Pg. 7, 38
Service Disabled Veteran Owned Small Business		
24.	<ul> <li>Report the total actions and net whole dollars to all veteran owned small businesses. This should include total actions and net dollars included in Line 23. See FAR Part 19.</li> </ul>	■ FPDS Pg. 8, 39
Veteran Owned Small Business		